

## **PARKS, RECREATION AND FACILITIES MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Parks, Recreation and Facilities Manager exists is to perform the management, planning, supervisory duties of the planning section of the Parks, Recreation and Facilities division the Community Services Department. This classification is supervisory. Work is performed under general supervision by the Parks, Recreation and Facilities Director.

### **ESSENTIAL FUNCTIONS**

Assists in the developing, establishing, implementing, monitoring and meeting objectives and goals for the planning section of the Parks, Recreation and Facilities Division.

Responsible for long and short range planning issues related to park, trails, and recreation services planning and development. Supervises planning staff.

Develops, recommends and implements the strategic plan for the PRF Division. Develops and tracks performance measures, goals, and outcomes for the Division.

Assists the Director in developing and implementing division policies and procedures.

Oversees the financial aspects of the division including budget development, trust management, develops and implements financial training for division staff, works with staff to monitor 45 budget centers, tracks revenue, and makes recommendations for streamlining and improvement.

In conjunction with the Director, works with the Parks and Recreation Commission as alternate staff liaison. Presents to the Commission as appropriate.

Provides high quality service to the organization and to the citizens. Communicates verbally with community groups and individuals to solve problems relating to the division. Listens and communicates effectively with staff and customers. Ability to facilitate various issues with staff and with the public. Promote high service ethic and impart to staff.

Recommends selection of employees to the PRF Director; conducts regularly scheduled meetings with employees; meets with employees as needed to resolve problems; assists in implementing and monitoring employee relations programs; prepares and gives performance reviews; recommends employees for superior performance bonus awards; recommends and prepares disciplinary actions. Supervises various management and professional staff and clerical staff. Observes and monitors services for effectiveness and quality control.

Recommends operational policy to the Director; develops and initiates long range plans; enforces and communicates policy decisions in the Division; prepares comprehensive reports and assists in presentations to General Manager concerning operational and/or long range planning issues.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Long and short range planning issues related to park, trails, and recreation services planning and development.

Budget development, monitoring, and trust management.

Effective supervisory techniques

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Make complex mathematical calculations.

Plan and monitor a large budget; track revenue.

Plan and organize data, coordinate programs, and make decisions.

Makes recommendations for streamlining and improvement.

Develop and implement financial training for division staff.

Produce quality written documents with clearly organized thoughts.

Make clear and concise oral presentations.

Make policy recommendations.

Demonstrate proficiency to operate a personal computer and related software programs.

Demonstrate excellent verbal and written communication skills to work with customers and staff.

Conduct research and analyze results

Support and effectively communicate Council and top management decisions.

Establish and maintain effective working relationships with other professionals and government jurisdictions, co-workers, and the general public.

Maintain regular consistent attendance and punctuality.

Effectively supervise staff.

Provide high quality service to the organization and to the citizens.

### **Education & Experience**

Bachelor's degree in recreation management, public or business administration or related field.

Five years progressively responsible experience including supervisory experience over a professional staff. Master's degree is desirable.

Professional certification (CLP) through the National Recreation and Park Association is preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified